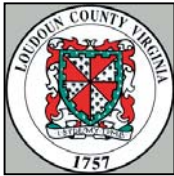


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Loudoun County Fire and Rescue System Guideline

Subject: Capital Facilities Development Plan	Approved: 31 August 2004 Revised:
Chapter: Administration	FRG: 7.3
Approved: _____, Fire and Rescue Commission _____ , Dept. of Fire and Rescue Services _____ , Operational Medical Director	

Purpose: To establish guidelines for the creation of joint fire and rescue stations in Loudoun County.

Guideline:

1. The Fire and Rescue Commission shall review the need for additional fire and rescue stations annually. The Commission's recommendations shall be provided to the Board of Supervisors through the County Administrator's Capital Improvement Program (CIP).

2. Volunteer fire and rescue companies wishing to participate in joint fire and rescue station development projects shall notify the Fire and Rescue Commission. Upon endorsement by the Commission, a joint Project Management Board (PMB) shall be established to define, develop, and construct the fire and rescue station. Each PMB shall have the following senior project representation:

- The President of each Fire and/or Rescue Company involved in the project
- The Chief of each Fire and/or Rescue Company involved in the project
- The President of any joint corporation established by the volunteer fire and/or rescue companies for the purpose of facility development

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and management (i.e. – Safety Centers)

- The Deputy Chief of Planning and Administration from the County's Department of Fire and Rescue Services
- The Station Project Manager from the County's Department of General Services
- The Contracting Officer from the County's Division of Procurement
- The Project Architect (following selection)
- The Project General Contractor (following selection)

3. The PMB shall establish and monitor critical project milestones, including the following events:

- Completion Project Master Schedule
- Approval of the Special Exception Required for Station Construction
- Completion of the Architectural and Engineering Services Statement of Work
- Completion of Draft and Final Conceptual Designs
- Completion of 30% Construction Drawings
- Completion of 90% Construction Drawings
- Completion of Final Construction Drawings
- Completion of Final Construction Documents, including General Contractor's statement of work, specifications, and final drawings
- Start of Construction
- Completion of Station Construction
- Station Operational Readiness

Each PMB shall advise the Fire and Rescue Commission of the completion of a critical project milestone. Upon acceptance of the station for operational, the Fire and Rescue Commission shall discharge the PMB and transition responsibility for station operations to the volunteer companies and the Department of Fire and Rescue Services. Previous PMB decisions shall be binding on future PMBs.

3. Documentation described in this guideline shall be provided to the PMB at least thirty (30) days prior to any required response. Following acceptance by the PMB, document changes require approval of the entire PMB before it is incorporated into the project.

4. The following Project Management Boards are hereby established by the Fire and Rescue Commission:

- a. South Dulles Fire and Rescue Project Management Board

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- Arcola – Pleasant Valley Volunteer Fire and Rescue
 - Department of Fire and Rescue Services
 - Department of General Services
 - Division of Procurement
 - Project Architect
 - Project General Contractor
- b. Moorefield Station Fire and Rescue Project Management Board
- Ashburn Volunteer Fire and Rescue
 - Department of Fire and Rescue Services
 - Department of General Services
 - Division of Procurement
 - Project Architect
 - Project General Contractor
- c. Dulles 28/7 Fire and Rescue Project Management Board
- Sterling Park Safety Center
 - Sterling Volunteer Fire Company
 - Sterling Volunteer Rescue Squad
 - Department of Fire and Rescue Services
 - Department of General Services
 - Division of Procurement
 - Project Architect (when selected)
 - Project General Contractor (when selected)
- d. Purcellville Safety Center Project Management Board
- Purcellville Safety Center (when established)
 - Purcellville Volunteer Fire Company
 - Purcellville Volunteer Rescue Squad
 - Department of Fire and Rescue Services
 - Department of General Services
 - Division of Procurement
 - Project Architect (when selected)
 - Project General Contractor (when selected)
5. Members of the PMB may designate other members of their organizations to address day-to-day or specific issues associated with a station

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project. The PMB, however, remains responsible for all critical decisions, agreements and milestones.

6. Whenever a PMB is unable to reach consensus on a station project issue, the Fire and Rescue Commission shall perform arbitration. If arbitration fails, the Commission, and if necessary, the Board of Supervisors, shall provide direction to the PMB.